

Process Name: Personnel Administration	Process Identifier: PA
Sub-Process Name: Reduction in Force	Sub-Process Identifier: PA-10
<p>Sub-Process Purpose and Objectives: Manages the development of the RIF list and the subsequent rehiring of individuals as positions become available</p> <p>Sub-Process Description: When a RIF is required, the agency notifies Personnel. Personnel prepares documentation for the agency, including a listing of personnel by class, total months of service, veterans preference status, etc. The agency determines who may be affected and notifies the employee in writing 90 days prior to the proposed date of the RIF. The employees that may be impacted are determined according to civil service law. These include employees who may be displaced as a result of the reduction-in-force and may be offered another position through bumping, retreating, or placement. This also includes employees who may be subject to layoff. Copies of the notifications are forwarded to DOP. DOP places the notified employees on the RIF list for their current classifications and for other lower level classifications to which they might retreat. DOP sends letters to employees requesting a list of county locations where they would be willing to work to be included on the RIF list. Individuals on the RIF list for a classification are assigned priority codes, which determine the consideration that they receive when a vacancy is filled. For the classification that they currently hold, employees receive a priority code that provides them hiring priority over other candidates (priority of appointment). For classifications that they may be demoted into, they receive a priority code that requires that they be considered. These priority codes may change over time with the status of the employee. Consideration received during the hiring process is contained in the Applicant Services process description.</p> <p>Prior to the RIF action, employees receive hiring preference as long as they are on the RIF list as described above. If they decline an offer of employment, whether through bumping, retreating, or placement, during the 90 day notification period, they are laid off/terminated at the end of the 90 days (if a layoff actually occurs.) Employees are removed from the RIF list for a classification if they decline an offer of recall to that classification. They are removed from the list entirely if they accept a career service position equal to or greater than the one that they held prior to the RIF and to a location that they have indicated they are willing to work. The process of applying for positions is described in the Applicant Services process descriptions.</p> <p>When the RIF action (layoff, demotion, transfer) actually occurs, the agency notifies those employees that received the original notice describing the action taken or that no action was necessary. Copies of the letters are forwarded to Personnel. The agency prepares the personnel transactions for review and approval by personnel. Those not impacted are removed from the list.</p>	

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<p>After the RIF action, employees continue to receive hiring preference as described above until they are removed from the RIF list. Employees will be removed from the RIF Priority Recall List if they decline a bona fide job offer from the RIF Priority Recall List back to their previously held title, accept a career service job to another career service position of equal or greater level than the one that they held prior to the RIF or a two year period expires.</p> <p>During the two year period following the 90 day notification, the priority on the RIF list is reviewed and updated as required each time a personnel action is completed for the employee.</p>			
Sub-Process Trigger(s): <ul style="list-style-type: none"> • RIF required • Employee offered another position 		Key Sub-Process Participants: <ul style="list-style-type: none"> • Agency • Personnel • Employee 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
RIF information	Paper		Agency
Job applications (see applicant services)	Paper, electronic		Employee
Outputs:			
Output	Format	Volume/Time	Recipients
RIF list	Paper		Agencies

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Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
Laws, Regulations, and Policies That Govern Sub-Process: 8-30-320, 8-30-322, 8-30-101			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Provide automated support for preparation of RIF list, and the subsequent processing of layoffs and other personnel transactions			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	





